(PD-1182) Custodian

**INTERNAL TEAM:**

- **SL-UH-Custodial Operations - 140904**

**JOB CODE/EMPLOYEE CLASSIFICATION:**

- Custodian
  - Job Code: 2010

**SCHOOL OF MANAGEMENT POST (MPP) JOB CODE:**

- Position Number:
  - Custodian
  - Position no: SL-0001171

**CSU WORKING TITLE:**

- Custodian

**REPORTS TO:**

- Custodial Operations Manager

**DIVISION:**

- Student Affairs

**DEPARTMENT:**

- University Housing

**FLSA STATUS:**

- Non-Exempt

**POSITION INFORMATION**

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- SL-UH-Custodial Operations - 140904

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**SENSITIVE POSITION**

**SCHOOL OF MANAGEMENT POST (MPP) JOB CODE:**

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  - Custodian
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**CSU WORKING TITLE:**

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**DIVISION:**

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**DEPARTMENT:**

- University Housing

**FLSA STATUS:**

- Non-Exempt

**MINIMUM QUALIFICATIONS:**

- Any combination of training, experience, and/or education sufficient to demonstrate the required skills listed above.

**LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:**

- Positions may require possession of a valid driver’s license or the ability to obtain by date of hire.
**Required Qualifications:**

- Ability to read and write at a level appropriate for the duties of the position.
- Follow verbal and written instructions to ensure safety.
- Operate and care for custodial equipment and supplies applicable to the position.
- Ability to clearly relay information, both written and verbal, for maintenance, custodial or health and safety repairs or concerns.
- Observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity.
- Ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.
- Ability to maintain a high degree of confidentiality.
- Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.
- Excellent organizational skills and the ability to work with interruptions.
- Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University.
- Ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.
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- Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.
- Excellent organizational skills and the ability to work with interruptions.
- Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University.
- Ability to safely move up to 50 pounds.

**Preferred Qualifications:**

- A basic knowledge of the methods, materials, and equipment used in custodial work.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

**Special Conditions:**

- Must be able to work safely in an indoor and outdoor environment; exposure to dust, chemicals, hazardous materials and blood borne pathogens, variances in temperature, noise, and equipment with moving parts.
- Must be able to perform work involving, but not limited to, lifting, carrying, and maneuvering heavy objects; squatting, climbing, kneeling, twisting, standing, walking, bending, stooping, reaching, pushing, and pulling. Must be able to work various shifts (as applicable), including weekends, and a willingness to switch shifts to meet operational needs.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

**License / Certification:**

- Positions may require possession of a valid driver’s license or the ability to obtain by date of hire.

**Mandated Reporter:**

- General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**NCAA:**

- [ ] Yes  [ ] No

**Conflict of Interest:**

- None

**Supervises Employees:**

- [ ] Yes  [ ] No

**Job Duties**
**JOB DUTIES**

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned.</td>
<td>Marginal</td>
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<td></td>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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<tr>
<td>90</td>
<td>Clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces; removing trash and recyclables; cleaning and disinfecting restrooms and replenishing supplies; cleaning glass doors, windows, and blinds; cleaning off graffiti; power washing; cleaning furniture and upholstery; cleaning light fixtures; polishing woodworking and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping. Work collaboratively with Lead Custodians and other co-workers in supporting new, temporary, or student custodial staff to ensure they feel part of the custodial team and are carrying out the mission and philosophy of University Housing and custodial operations.</td>
<td>Essential</td>
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<td></td>
<td>Clean and maintain hard surface and carpeted floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment.</td>
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<td></td>
<td>Provide custodial support, including activities such as responding to custodial/cleaning emergencies; gathering and delivering recyclables to areas of central aggregation; replacing lamps in light fixtures; safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items; and making minor repairs and adjustments to equipment and furniture, such as replacing batteries, blinds, drapery, window screens, oiling doors, tightening screws, and replacing feet on chairs and tables.</td>
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<td>Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials.</td>
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<td>Provide general housing facilities support by reporting facility repair needs identified during custodial rounds; checking fire extinguishers to ensure they are full; serving as a special event custodian; and participating in University Housing event set-up and clean up, including moving tables and chairs.</td>
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<td>Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties. Some positions may be required to use a motor vehicle, such as a truck, lifts or electric cart to transport custodial equipment, materials, and supplies.</td>
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